

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DOH15222984**
POSITION NO: **947668**
POSITION TITLE: **Office Specialist**

DATE POSTED: **03/07/22**
CLOSING DATE: **03/25/2022 by 5 pm**

DEPARTMENT NAME / WORKSITE:		Navajo Public Health Nursing Program/Inscription House, Arizona	
WORK DAYS:	M-F	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	8am-5pm	PART TIME:	<input type="checkbox"/>
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>

GRADE/STEP:		BQ58A	
\$ 27,519.84		PER ANNUM	
\$ 13.18		PER HOUR	

DUTIES AND RESPONSIBILITIES: Under general supervision, performs variety of office support work of moderate difficulty performing full range on clerical assignments & resolving problems that are of non-technical nature; applies specialized functional knowledge to independently analyze & respond to matters within established limits; performs related work as assigned. Screens telephone calls, routes calls, takes messages, greets & directs visitors as appropriate; responds to routine questions from public; directs people to appropriate sources; provides public with specifics, program information; researches & responds to requests for general information; composes, types & edits correspondence, reports, records & forms; enters & verifies data in a computerized system & prepares reports from personalized data; compiles reports; identifies sources & extracts necessary information; performs specialized calculations. Arranges meetings & conferences; schedules appointments & interviews; makes travel & lodging arrangements; receives, date stamps, logs in, sorts & distributes incoming & outgoing mail; reviews reports, records, accounts or other documents for completeness, accuracy, & conformity within established procedures; maintains electronic &/or hard copy files; prepares photocopies or facsimiles; processes employee & office forms; tracks & maintains records & status of processes used in dept.; follows up on processes or items as needed; transcribes minutes of meetings. Prepares work orders, supply requisitions & related documents within established limits & procedures; obtains appropriate signatures; monitors, orders & maintains office supplies, inventory & equipment; may coordinate work of others & train new employees. .

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; supplemented by twenty-four (24) college credit hours in Business or closely related field; and one (1) year of general office or related experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.
- Incumbent must obtain a Basic Life Support certification and First Aid.
- A favorable background investigation.

<<A favorable background investigation Navajo Nation and Indian Health Service>>

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of applicable policies, practices and procedures related to work assignment.
Knowledge of basic clerical/office support practices and procedures.
Knowledge of a variety of computer software, word processing, database, and spreadsheet applications. Skill in preparing a variety of records, reports, correspondence using standard computer software.
Skill in maintaining electronic and/or hard copy filing/records systems. Skill in operating office equipment, including computer programs.
Skill in following oral and written instructions. Skill in English composition, grammar, and punctuation.
Skill in basic math, cash receipting and accounting principles. Skill in establishing and maintaining effective working relationships.
Skill in preparing clear and comprehensive reports Skill in great customer service
Knowledge, skills, and other characteristics: Knowledge of applicable policies, practices and procedures related to work assignment. Proficient in Microsoft Office software or other computer applications. Adapt to changes in work environment.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.